



STUDENT
HANDBOOK
2018-2019

BEST CARE COLLEGE
68 South Harrison Street
East Orange, New Jersey
973-673-3900

BEST CARE COLLEGE
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Equal Opportunity Policy: Best Care College complies with federal, state, and city laws, regulations and ordinances governing equal opportunity and nondiscrimination. It does not discriminate in the recruitment, admission, or progression of students or in the operation of any of its educational programs and activities. Equal opportunity to applicants and students is provided regardless of race, color, religion, sex, national origin, non-job-related disability, age, sexual orientation/affection, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations.

Americans with Disabilities Act (ADA): This act helps to protect persons with disabilities by providing reasonable accommodations in the learning environment. If you believe that you have a disability that requires reasonable accommodations, please speak to the LPN Program Director.

Confidentiality of Student Records: The Federal Family Educational Rights and Privacy Act of 1974, as amended (FERPA), requires the institution to protect the privacy and confidentiality of your records. Except as noted below, the institution may not release any information from your records without your prior, written authorization.

FERPA Exceptions for Release of Information: Information classified as “directory” may be released. This includes your name; major field of study; current enrollment status; number of clock hours or credit hours enrolled; and, dates of attendance; and, degrees, awards and/or honors received;

- Information requested under a court order or subpoena;
- Information sought by certain federal and state authorities as specified in FERPA; and,
- Information required in connection with your financial aid application.

BEST CARE COLLEGE

Board of Directors

Best Care College is incorporated in the State of New Jersey as a for-profit organization and is governed by the Board of Directors.

Ms. Florence Brown, President

Mr. Obed Prinvil, VP/Treasurer

Ms. Vivianne Elmera, secretary

Linda Eweka, Member

Monsignor Beaubrun Ardouin

Dr. Theodore Fayette, Member Ex-Officio

Executive Administration

Theodore Fayette, PhD
CEO/School Director

Nicholas Stewart
Director, Student Financial Aid

Aliah Hines, MSL
Director: Learning Resources Center

Florence Brown, RN, MSN, APN
LPN/Health Programs Director

Hazel Collins Gomes, BA
Director, Admission and Placement

Rose D. Rosales, DNP, MPA, RN, CRN, CPHQ
Director of Corporate Compliance (DCC)

Student Services:

Administrative assistant: Alice Bassie and Joseph Rosarion

Administrative Assistants – Stephanie Cooper, Michael Denize, Ismael Exius

Tutors: Castel Calixte, LPN, Steven Dwamena, RP

Registrar:

Shea Cristin, MA
Prince Desforges, LPN

Advisory Committee:

The members of the Advisory Committee are:

Reverend Arnold Fox
Pastoral Care Director
East Orange Hospital
East Orange, NJ

Agnes Smith, RN
CEO and Administrator
Branchwood Manor

Antonio Onday, RN DON
South Mountain Nursing Home
2385 Springfield Ave
Vauxhall, New Jersey

Larider Ruffin, DNP, APN, RN, ANP-BC, GNP, CTTS
President, Northern New Jersey Black Nurses Association, Inc.
Newark, NJ 07101

Suzanne Antes, RN-BSN
Staff nurse,
Crestone Park Psychiatric Hospital
Morris Plain NJ

Lucine Estriplet, RN
Summit Oaks Hospital
19 Prospect St, Summit NJ

Rubena Keise, RN-ANP
Dir Patient Services
Daughters of Israel, West Orange, NJ

Nursing Faculty

Uva Drake-Ivey, MSN, RN
BSN, Rutgers University, NJ
MSN, Rutgers University, NJ

Marie Viviane Elmera MSN, RN
BSN, Ramapo College, NJ
MSN, University of Phoenix

Marc Estriplet, MSN, RN
BSN, Kean University, NJ
MSN, Kean University, NJ

Mavis H. Faulknor, MSN, RN
MSN, UMDNJ-Rutger's University
MS in Nutrition, Hunter College

Victoria Howell, MSN, RN
BSN, Ramapo College
MSN, Ramapo College

Martha Leveille, MSN, RN
BSN, Adventist University, PR
MSN, Rutgers University, NJ

Maudeline Dessaint, MSN, RN
BSN, College of St-Elizabeth
MSN, College of St-Elizabeth

Kenneth Oyarebu, DPH, RN
BSN, Rutgers University
DPH, University of Texas, TX

Makensy Similhomme MSN, RN
BSN, Jersey City University, NJ
MSN, Fairleigh Dickinson University

Yardley St-Fleur, MSN, RN
BSN, Kean University, NJ
MSN, Kean University, NJ

Approval And Accreditations

Certificate of Approval to offer postsecondary programs:

Office of the Secretary of Higher Education

PO Box 542
Trenton, NJ 08625-0542

Department of Labor and Workforce Commission

PO Box 057
Trenton, NJ 08625
Telephone: (609) 659-9045

Best Care College's Practical Nursing Program is accredited by the New Jersey Board of Nursing.

The New Jersey Board of Nursing

124 Halsey St, 6th Floor
Newark, NJ 07101
Telephone: (973) 504-6430. And

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street NE, Suite 980
Washington, DC 20002-4223
Phone 202-336-6780

Information, and concerns on the status of the school, and complaints may be addressed to the Board of Nursing and ACICS.

Standards of Practice for New Jersey Licensed Practical Nurses: The Licensed Practical Nurse provides nursing care of patients within the scope of the legal definition contained in the Nurse Practice Act.

Nurse Practice Act of New Jersey: The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case finding; re-enforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered professional nurse or otherwise legally authorized physician or dentist.

BEST CARE COLLEGE

History: Best Care College is a post-secondary institution established in East Orange, New Jersey in 1997. With the support of a highly qualified and experienced faculty team, Best Care College began training students to become certified nurse aides, certified home health aides, certified medication aides, EKG technicians, and phlebotomy technicians. In 2004, the institution was approved to offer a Practical Nursing program by NJ Board of Nursing.

The faculty and administration at Best Care College believe in student success. They embrace the philosophy that students are responsible for their own learning. Faculty members facilitate the learning process by utilizing their expertise, bringing depth and richness to the learning experience. Best Care College's faculty members, mindful of the principle's necessary for effective adult learning, are committed to providing an environment that assists students in reaching their optimum potential and equally committed to promoting intellectual interest, critical thinking, development of professional ethics, and a desire for life-long learning. Within a milieu of mutual respect, students and faculty participate collaboratively in a venture of inquiry and investigation, learning, creativity, and service.

Mission: The mission of Best Care College is to prepare students from diverse populations to provide culturally sensitive, comprehensive nursing care to various populations in a variety of settings; to assist students in achieving their academic, career, and personal goals; and enabling students to become valuable, contributing members of their communities.

Educational Objectives

1. Provide students with the knowledge and skills necessary to demonstrate competency as a Practical Nurse.
2. Promote collaboration and inquiry among students, graduates, faculty, and other individuals within the academic, clinical and community environment.
3. Foster opportunities for student and faculty to participate in diverse, multicultural experiences in a variety of healthcare settings.
4. Utilize technological advances to promote student learning in client, family, and community health care nursing.
5. Facilitate the integration of learning experiences into continuing education.
6. Motivate students to practice ethical, legal and professional behavior in the exercise of their responsibilities as health care professionals in the community.

Practical Nursing Philosophy: Best Care College accepts the philosophy of the Practical Nursing program as being consistent with the College's mission and educational objectives. The philosophy is based on the following beliefs relative to nursing and embraced by the faculty:

The faculty believes that nursing is a process of caring for, or assisting in the care of, individuals and families utilizing evidenced-based nursing principles, clinical competency, cultural sensitivity, critical thinking strategies, and effective communication skills to provide health care services to individuals, families, and groups. Nursing is practiced in a variety of healthcare settings to promote health and wellness, care for the acute and chronically ill, and provide rehabilitative care within the scope of practice as promulgated by the New Jersey Board of Nursing. Practical nursing is a practice discipline. Practical nurses provide care under the supervision of a registered professional nurse, licensed physician, or dentist, as an integral part of the healthcare team.

The faculty believes that humans are bio-psychosocial beings born with certain predictable behaviors. These behaviors are individuated by one's biological, social, physical, and spiritual interactions throughout life, and shape the individual's values and beliefs.

The faculty believes that the environment is dynamic and continuously changing. Humans and the environment are evolving continuously, mutually, and creatively.

The faculty believes that health is a state of being in which an individual strives to maintain a homeostatic relationship with both his/her internal and external environments. Optimal wellness represents the success of the individual's endeavor to achieve homeostasis.

Families, groups, and communities of human beings, form societies that share a variety of common, dynamic goals that evolve as their needs and interest change. Collective interactions of political and social forces develop societal changes. These changes affect the rights and

responsibilities of individuals and affect the values and expectations placed on the health care system.

We believe that the goal of nursing education is to provide exposure that facilitates the growth of the total person. Best Care College respects the diversity and dignity of the student body and recognizes the individual worth, dignity and potential of each student. We believe that nursing education is a learning process leading to improvement in knowledge, skills, behaviors and attitudes. This experience should be gratifying and enhance the life of the learner.

We believe that nursing education is an ongoing process built upon a foundation of basic knowledge that includes the individual experience interacting with a nursing body of knowledge. Nursing education is a process of lifelong learning which begins upon admission to the school of nursing. Practical Nursing education prepares the graduate to practice in a variety of health care settings, and to demonstrate entry-level competencies that include utilization of the nursing process and the implementation of direct client care. The faculty at Best Care College provides programs and courses that offer maximum flexibility and assistance for students with different backgrounds and educational goals.

The teaching-learning process incorporates systematic activities directed toward the achievement of specific educational objectives. Nursing faculty and students mutually assume an active role in the educational process and willingly commit to this endeavor. Teachers assist students by providing an environment conducive to the student's development of critical thinking and communication skills, presentation of well-defined learning objectives, utilization of current teaching methods and appropriate evaluation of the student's progress.

Organizational Framework: Virginia Henderson's Human Needs Theory provides a nursing framework for the practical nursing program. A holistic approach to healthcare supplements this foundation of delivery care taught throughout the program. Holism accepts the premise that all aspects of a patient's needs including psychological, physical, social, and spiritual must be addressed when caring for the patient. (See the Appendix regarding Virginia Henderson.)

The curriculum is disseminated through four levels of content, increasing in complexity from Level I to Level IV. Each Level builds on previously learned material and clinical experiences. Students are exposed to the core competencies identified in the NLN Educational Model (Caring, Diversity, Ethics, Excellence, Holism, Integrity, and Patient-Centeredness) as they acclimate themselves to the culture of nursing.

Holistic nursing is defined as "all nursing practice that has healing the whole person as its goal" (American Holistic Nurses' Association, 1998, Description of Holistic Nursing).

Practical Nursing Program Objectives: Upon completion of the program, graduates will:

1. Administer safe, caring, holistic nursing to individuals requiring assistance during their lifespan, in accordance with the nurse practice act;
2. Utilize critical thinking to prevent illness, restore health, and provide care for the dying;
3. Collaborate, communicate, and participate effectively as a member of the health care team;
4. Recognize the importance of continuing education in promoting professional growth.

Program Outcomes: The Practical Nursing program will:

1. Graduate students who are capable of functioning at the entry level of proficiency as a practical nurse.
 - Program data will indicate a retention rate of 75%.
2. Enable enrolled students to meet the requirements to sit for, and successfully complete, the licensing examination, NCLEX-PN.
 - Data on first time test takers of NCLEX-PN will indicate a passing rate above 85%.
3. Prepare students for entry level employment.
 - Data on graduates will indicate a placement rate of 80% based on ACICS formula.
 - Ninety percent (90%) of completed Employer surveys will indicate a level of satisfaction of graduate work performance of 3 or higher on a (1 to 5) Likert scale, 1 being the lowest and 5 being the highest level of satisfaction.
4. Cultivate an environment of personal and professional growth.
 - Ninety percent (90%) of the completed Graduate surveys will indicate a level of satisfaction of the program of 3 or higher on a (1 to 5) Likert scale, 1 being the lowest and 5 being the highest level of satisfaction.

Academic Program: The Practical Nursing Program is a 50-week program (excluding holidays and vacation time) consisting of 1488 hours of academic and clinical coursework. Upon successful completion of the program, the LPN graduate is eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The graduate is required to successfully complete this exam to obtain a Practical Nursing license, a requirement for employment as a licensed practical nurse (LPN).

Licensed Practical Nurse Curriculum Outline: The curriculum consists of four levels of courses which are presented in the table below. Students are required to satisfactorily complete the courses in each level prior to promotion to the next level.

| Licensed Practical Nurse Curriculum Outline | | |
|---|----------|---|
| Level I | | Hours |
| Fundamentals of Practical Nursing | NUR 101 | 235 (90 hours class, 40 hours lab and 105 hours clinical) |
| Anatomy & Physiology | A&P 101 | 70 hours class |
| Pharmacology | Phar 101 | 70 (55 hours class, 15 hours lab) |
| Total Hours Level I | | 375 |
| Level II <i>(Must complete Level I to enter Level II)</i> | | Hours |
| Medical Surgical Nursing | NUR 201 | 295 (90 hours class, 30 hours lab and 175 hours clinical) |
| Human Growth and Development | NUR 202 | 40 hours class |
| Nutrition | NUT 201 | 40 hours class |
| Total Hours Level II | | 375 |
| Level III <i>(Must complete Level II to enter Level III)</i> | | Hours |
| Psychiatric Nursing | NUR 301 | 123 (60 hours class and 63 hours clinical) |
| Maternity Nursing | NUR 302 | 123 (60 hours class and 63 hours clinical) |
| Pediatric Nursing | NUR 303 | 123 (60 hours class and 63 hours clinical) |
| Total Hours Level III | | 369 |
| Level IV <i>(Must complete Level III to enter Level IV)</i> | | Hours |
| Geriatric Nursing | NUR 401 | 181 (60 hours class and 121 hours clinical) |
| Leadership | NUR 402 | 188 (120 hours class and 68 hours clinical) |
| Total Hours Level III | | 369 |
| Total Program Hours | | 1488 |

Practical Nursing Program Course Descriptions: The curriculum includes courses to prepare the student to become a licensed practical nurse. The course descriptions are provided by level below:

Level I

(NUR 101) Fundamentals of Practical Nursing : The course is designed to enable the student to gain knowledge of the foundational principles of nursing. Virginia Henderson’s Basic Human Needs Nursing Theory and holism will be explored. The nursing process as a tool for making decisions will be emphasized. Students will learn nursing skills to perform the duties of the

practical nurse. Safety and terminology will be integrated into this course. Planned supervised clinical experience is provided.

(A&P 101) Anatomy and Physiology: The course is designed to provide the student with the knowledge of the normal structure and function of the body cells and tissue. Special emphasis will be given to information pertaining to basic chemistry, cellular structure and function, and review of the body systems. Students will use systematic data collection as a process of recognizing normal body structure and function. Basic understanding of normal structure and function will enable the student to identify both normal and abnormal physiologic deviations, and to apply the knowledge in the delivery of nursing care.

(PHAR 101) Pharmacology: This course reflects current and commonly used medications and drug preparations. It includes sources and types of medications, terminology, abbreviations, and legal responsibilities. The proper preparation and administration of medications will be presented. Classifications and specific actions will be discussed. Class time will also cover math and its application in practical nursing along with pharmacology. Although a final grade will be received at the end of this course, drugs and their applications will be covered throughout the entire program.

Level II

(NUR 201) Medical Surgical Nursing: The purpose of this course is to provide the opportunity for the Level II student to gain knowledge of concepts and principles underlying nursing care of the adult patient. The nursing process is used as a framework for collecting data on the patients altered status and developing a plan of care to meet the client's basic needs. Discussion will focus on the concepts of pain, illness, death, dying and grieving, chronic illness, and ethical/legal issues. The student will study the developmental tasks of the young adult through the older adult with common medical surgical problems. Holistic nursing care, interpersonal relationships, rehabilitation measures, community resources and education of the patient will be stressed. The team concept of the delivery of optimum health care to the individual will be addressed. A major portion of the teaching will take place in the form of classroom lectures, with reinforcement taking place in the form of clinical assignments, and clinical conferences.

(NUR 202) Human Growth and Development: The purpose of this course is to acquaint the student with an overview of the major developmental periods throughout the life span. The overview will include emotional, social, cultural and physical development in general and more detailed study of the adult population. A more detailed study of growth and development of children will occur in pediatrics.

(NUT 201) Nutrition: The course is designed to introduce the student to the principles of good nutrition throughout the life span. Emphasis will be placed on the essentials for good nutrition, menu planning, economics of food shopping, and an introduction to therapeutic diets. The socio-cultural aspects of food consumption will be explored including the effects of select eating

disorders. The students will develop an appreciation of the role of nutrition for optimal health, efficiency, longevity, and enjoyment of life.

Level III

(NUR 301) Psychiatric Nursing: This course is designed to assist the Level III student to develop knowledge and skills necessary to use nursing process relative to the care of clients with cognitive alteration. The student will apply therapeutic interpersonal techniques to holistically meet the basic needs of the adult patient in various mental health settings. The student will learn the role of the practical nurse in the mental health effort.

(NUR 302) Maternity Nursing: This course offers the Level III student theory of normal and abnormal physiological changes during ante-partum, labor and delivery, post-partum and normal newborn periods. Current scientific knowledge and the holistic approach to parenting are presented along with implications for nursing to address the basic needs presented by Henderson.

(NUR 303) Pediatric Nursing: The course is designed to acquaint the student with nursing measures to holistically support wellness and prevent illness in children. Students will be introduced to the medial-surgical aspects of nursing care for children and adolescents in health care facilities and in communities. Illnesses common to specific age groups will also be discussed. The importance of play as a basic need, as per Henderson, will be evaluated. Human growth and development relative to each age group will be integrated into the course.

Level IV

(NUR 401) Geriatric Nursing: The course emphasizes the value and uniqueness of older adults. The physical, psychological, emotional, and social aspects of the aging process and how to help meet the basic needs of this group are emphasized. The role of the nurse in the preventive aspects of geriatric care and in restorative nursing will be discussed. Modification of nursing techniques to holistically meet the atypical needs of the patient requiring long-term care will be stressed throughout the course. Students will explore concepts of grieving including death and dying for this population.

(NUR 402) Leadership and NCLEX Preparation: The purpose of this course is to provide the soon to be graduating student the opportunity to further integrate all that has been learned in the program thus far. Additionally, the student will learn and practice leadership techniques in preparation for transitioning to the role of a Licensed Practical Nurse in the clinical areas especially in a nursing home setting to ensure that holistic care is provided to meet the 14 Basic Needs as described by Henderson. Also, the student will develop an NCLEX preparation plan and begin preparation for NCLEX.

Admission Requirements: Applicants seeking admission to the program should understand that the school does not guarantee employment and pursuant to *N.J.A.C. 13: 37- 1.8 h*, *an individual criminal background check is a prerequisite for licensure as a licensed practical nurse.*

Applicants for admission into the Practical Nursing Program at Best Care College must be at least 18 years of age, submit a completed admissions application and requirements, and pay a \$50 application fee. Additionally, applicants to the LPN program must go through the following procedure:

1. Apply in person and provide proof of U. S. citizenship, permanent residency, or other legal status in the United States;
2. Complete a Diagnostic Entrance Test prepared by an independent testing company. The candidate must achieve a minimum score pursuant to the test's guidelines.

To be eligible to take this exam, the candidate must have submitted the completed admissions application and paid the required admissions fee. The candidate must provide two, passport-sized photos for identification purposes. One of these photos will be attached to the admission ticket, which the candidate must provide to be admitted to the exam.

3. Meet and be interviewed by the Director of the Licensed Practical Nurse program or a faculty member.
4. Submit an official high school transcript, diploma, or equivalent (GED).
 - a. Candidates who earn on-line high school diplomas must submit a U.S. state issued GED.
 - b. If the transcript is from a foreign country, it must be evaluated for equivalency to a U.S. high school diploma by an agency or organization approved by Best Care College or accepted by the State of New Jersey to evaluate international academic credentials at the secondary education level and above.
 - c. This requirement may be waived for an applicant who has completed a minimum of twenty-four (24) earned credits of study at an accredited postsecondary U.S. institution. The applicant must provide an official transcript documenting those credits.

5. Submit a completed criminal background check performed by a qualified agency approved by the school (Tabb Inc. or Adam Safeguard).

Note: The New Jersey Board of Nursing determines whether any criminal record will prevent licensure as a practical nurse in the State of New Jersey.

6. Take and pass an Eleven (11) Panel Drug Screening.

Once the above requirements have been satisfied, the applicant is eligible for admission and must complete the following criteria for enrollment:

Registration: In order to register for classes in the Practical Nursing program, an applicant must:

1. Make an initial payment of \$2,000 to cover books, uniforms, shoes, accessories, and lab fees.
2. Provide an individual certificate of professional liability insurance with minimum coverage of \$2,000,000 per incident and \$6,000,000 in aggregate coverage.
3. Submit the Best Care College Medical Exam Form, completed by a licensed physician or nurse practitioner, certifying that the applicant is in good mental and physical health, capable of participating in all class and clinical activities.

NOTE: Applicants or Students with any medical conditions, including physiological, mental, or psychological conditions that could interfere with their ability to safely participate in class or clinical activities or successfully complete the program may be required to obtain written clearance from appropriate health care providers to be admitted to the program or to continue to participate in the program.

4. Along with the completed medical exam form, the student must submit evidence of a Two-step Mantoux Tuberculin Test or Quantiferon Test (and X-ray if necessary), a Tdap within 10 years, a Seasonal Flu immunization, and evidence of immunity (within 6 months) or recent immunizations for:
 - a. Rubella
 - b. Rubeola
 - c. Varicella
 - d. Mumps
 - e. Hepatitis B
 - f. And others as required by CDC/Health Department/Clinical site.
5. Submit evidence of CPR certification for Health Care Provider with AED (American Heart)
6. Attend the new student orientation session prior to the start of classes.

Maximum Capacity: The applicant should be aware that the school reserves the right to limit the size of each entering class. Enrollment in the upcoming class is not guaranteed. Candidates are encouraged to complete the admissions process before the maximum class capacity is reached. The maximum capacity of a typical classroom is 40 students for one instructor. The instructor/student ratio is one (1) to ten (10) in clinical area or laboratory.

Transfer Students: Best Care College will consider accepting transfer courses completed at other institutions, provided that all of the following conditions are met:

1. The credits must be from an institution accredited by an accrediting agency recognized by the U. S. Department of Education;

2. The course(s) for which transfer credit is being sought must be determined by the program director to be sufficiently comparable in content and measurement to a course currently offered by Best Care College;
3. The student must have earned a grade of "B" or higher in the course(s) and each course must have been completed within 12 months of application for admission to Best Care College;
4. An original, official transcript from the former institution must be mailed directly to Best Care College, to the attention of the program director;
5. The number of transfer credits or hours cannot exceed 15% of the total number of clock hours needed to complete the academic program. In all cases, the decision of the program director to accept transfer credits is final.

College Level Examination Program (CLEP)

The CLEP Program provides a method of earning 40 clock-hour credit by taking examination in Growth & Development. Students who want to apply for CLEP may contact the LPN program director. Best Care College recognizes CLEP scores and will apply clock hour credit in subject of Growth & Development if the CLEP scores meet the requirements for passing the course for Growth and Development.

Transferability of Best College Courses

The decision to accept transfer courses rests entirely with the institution to which the student is applying for acceptance. Although Best Care College's Licensed Practical Nurse program is authorized by the New Jersey Office of the Secretary of Higher Education and approved by the New Jersey Board of Nursing, and although the college is accredited by the Accrediting Council for Independent Colleges and Schools, there is no guarantee that Best Care courses and clock hours will transfer to other postsecondary institutions.

Readmission Policy

A student who has left the program must submit a written request to the Program Director requesting readmission. A student may only be considered for readmission if all previously owed monies have been paid. A student may be readmitted only once, based on space availability. A student who was dismissed a second time may not reapply.

A readmitted student must complete the program within the maximum time frame (MTF) and meet all admission and enrollment criteria in place at the time of their readmission.

If the student is seeking readmission prior to 12 months of leaving the program, the request will be reviewed by the Academic Affairs Committee, which will determine remediation and the Level the student will enter. *(The Committee will review the student's past performance and the*

student will be reevaluated relative to past successfully completed courses which may include computerized standard exams, simulation testing of nursing skills, and other evaluations as determined by the Committee.)

A student who is readmitted within one year will not be required to pay the \$2000 books, uniform, and tests fee again.

If the student seeks readmission after 12 months away from the program, the student will be required to begin with Level I and pay all fees including the initial \$2,000.00 initial fee.

Policy on Academic Integrity: Best Care College expects students to complete their own work with integrity. Cheating and plagiarism are not acceptable behaviors. Students found to engage in these behaviors will lose credit for the work and may be terminated from the program.

Cheating is any attempt to improve one’s grade by using notes (cheat sheets), cell phones or other electronic devices, body art, assistance from another student (verbal, written or gestured) or providing the same to another student during an exam. When a need arises, the student is expected to communicate with the proctor by remaining in one’s seat and raising one’s hand. Communication between test takers is not allowed. Obtaining secure test exams or materials without permission or attempting to remove said material from a testing session, will also be deemed as cheating.

Plagiarism is submitting the published or unpublished work of another individual as the student’s own work. Students may not submit work completed for them by others nor provide others with work to submit. All students involved in such activities will be subjected to the penalties set forth above.

The Grading System: To pass a course the student must achieve a minimum lecture grade of 80 and pass the associated laboratory and clinical components. Best Care College’s grading system is provided below. Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and affects the determination of a student’s satisfactory academic progress (SAP).

| Best Care College’s Grading System | | | | |
|------------------------------------|---------------|---------------|-----|-------------|
| A | 90-100 | Excellent | “I” | Incomplete* |
| B | 85-89 | Above Average | “P” | Pass* |
| C | 80-84 | Average | “W” | Withdrawal* |
| F | 79.9 or Below | Failing | | |

* Grade not calculated into cumulative grade point average (CGPA)

Incomplete Grades ("I"): At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within one week from the last day of the level, a grade of "0" will be assigned and computed into the final grade average for the course, the level, and the CGPA.

W Grades

Students who withdraw from the college before they complete a course will be assigned a grade of "W" for each course in that level. A student who withdraws from a course prior to its completion will also be assigned a grade of "W" for the course. "W" grades are not included in calculations of the CGPA or in the total number of clock hours attempted. "W" grades have no effect on the determination of satisfactory academic progress (SAP).

Students who are administratively withdrawn by the college will be assigned a grade of "F" for each course. "F" grades are included in calculations of the CGPA, are included in the total number of clock hours attempted, and have an effect on the determination of satisfactory academic progress.

P Grades

On a student's academic transcript, a grade of "P" is assigned for the successful transfer of clock hours or credits (converted into clock hours) earned from an accredited institution. Although the grade(s) earned for the transferred courses will not be included in a calculation of the CGPA, the clock hours will be included in a calculation of clock hours attempted and successfully completed. "P" grades for transferred courses have no effect on the determination of satisfactory academic progress (SAP).

Within a course, a grade of P is used to indicate successful completion of a lab and/or clinical component.

Leaves of Absence: A student may be granted a leave of absence for reasons such as family or personal health issues, death of an immediate relative, pregnancy, or child care problems. Any student granted a leave of absence will have grades of "W" assigned for each course and, after the approved leave expires, will be allowed to reenter with the next starting class of the level he or she left. All coursework for that level must be repeated and the final grades earned will be computed into the student's CGPA. A leave of absence cannot exceed 15 weeks. Failure of the student to return by the end of the leave period will result in the student's dismissal from the program.

Satisfactory Academic Progress Policy:

To successfully complete the 1488 clock-hour Licensed Practical Nurse Program the student must achieve a grade of 80% in the lecture component of every course and pass the associated laboratory and clinical components for each course. The student must also achieve a cumulative grade point average (CGPA) of 80% for the program. The required 1488 clock hours, normally completed within 52 weeks, must be successfully completed within a maximum time frame (MTF) of 2232 attempted clock hours.

For each level, students must also attend the required amount of instructional clock hours assigned to each of the four program levels. Students are required to satisfactorily complete the courses in each level prior to promotion to the next level.

Maximum Time Frame (MTF) Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and in all laboratory and clinical components will complete the required 1488 clock hours of the License Practical Nurse program in 50 school weeks. A clock hour consists of a minimum of 50 minutes of supervised or directed instruction.

Students who fail or drop any courses or who do not achieve the required cumulative grade point average (CGPA) of 80% by the end of 1488 clock hours may continue studying to a maximum of 2232 clock hours to successfully complete the required 1488 clock hours. Any student who cannot not successfully complete the program of study within the maximum time frame (MTF) of 2232 attempted clock hours will not earn the diploma in the Licensed Practical Nurse program at Best Care College and will be permanently dismissed from the program.

Financial Aid Warning

For the first time that any Title IV-recipient student's cumulative grade point average (CGPA) falls below 80%, that student will be placed on financial aid warning for one level.

The student will have one level to raise the CGPA to 80% or higher. If the Title IV-recipient student fails to make SAP by the end of the next level taken or repeated, the student will be placed on Financial Aid Probation and will lose financial aid eligibility unless he or she successfully appeals the probation action.

Academic Warning

Students not receiving Title IV aid whose CGPA is below 80% for the first time will be placed on academic warning for one level.

The student will have one level to raise his or her CGPA to 80% or higher. If the student fails to make SAP by the end of the next level taken or repeated, the student will be placed on Academic Probation unless he or she successfully appeals the probation action.

Financial Aid Probation

A Title IV student who does not meet the minimum SAP standards by the end of the next level taken or repeated after being placed on Financial Aid Warning will lose eligibility for financial aid and will be placed on Financial Aid Probation.

If the student files a successful written appeal based on mitigating circumstances, the student will be removed from Financial Aid Probation and will have his or her financial aid eligibility reinstated for one payment period. The student must agree to accept and comply with all terms and conditions of an academic improvement plan prepared by the SAP review committee.

If the student does not meet minimum SAP standards by the end of the next level taken or repeated or does not comply with the academic improvement plan, he or she will be academically dismissed.

Title IV students whose appeals were not accepted will remain on Financial Aid Probation for one level but will not be eligible for financial aid. Title IV students who did not appeal will also not be eligible for financial aid but will remain on probation.

Students on Financial Aid Probation must accept an academic improvement plan prepared by the SAP review committee and comply with the terms and conditions of that plan.

The student must meet the required SAP standard at the end of the probationary level or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

Academic Probation

A non-Title IV student who fails to meet the minimum SAP standards by the end of the level following academic warning will be placed on Academic Probation. Students who have been placed on academic probation may appeal that action based on mitigating circumstances. If the appeal is successful, the student will be removed from probation but must achieve SAP by the end of the following level or will be academically dismissed.

Non-Title IV students and Title IV-recipient students whose appeals were not accepted as well as those Non-Title IV students who chose not to appeal will be placed on academic probation for one level. Title IV-recipient students will not be eligible for financial aid.

Students on academic probation must accept an academic improvement plan prepared by the SAP review committee and must comply with the terms and conditions of that plan.

The student must meet the required SAP standard at the end of the probationary level or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

Re-establishing Satisfactory Academic Progress

A student who has failed SAP can only regain satisfactory academic progress by achieving a cumulative grade point average (CGPA) of 80% and passing every course with a grade of 80% or higher. Satisfactory progress must be attained before the Maximum Time Frame (MTF) is reached for the program.

Re-establishing Financial Aid Eligibility

A Title IV student who has been placed on financial aid probation will have his or her financial aid eligibility reinstated upon successful appeal based on mitigating circumstances.

Any Title IV student whose appeal was not accepted but who attains the required SAP standard or is in compliance with the academic improvement plan at the end of the probationary level will be eligible for reinstatement of his or her financial aid.

Appeal

A student may appeal probationary status on the basis of mitigating circumstances but must provide documentation of those circumstances. The appeal must be in writing and will be considered by the SAP review committee. If the appeal is granted, the student will be reinstated to normal academic status but cannot fail another SAP standard. The student must also follow an academic improvement plan.

If the appeal is denied by the SAP review committee, the student may appeal that denial to the nursing program director. If the nursing program director grants the second appeal, the student will be reinstated to normal status as described previously. If the second appeal is denied, the student will be placed on academic probation or on Financial Aid Probation. The decision of the nursing program director is final and not appealable.

Academic Dismissal: Any student whose Cumulative Grade Point Average (CGPA) is less than 80% following a probationary level or after failing to make satisfactory progress on his or her academic plan will be academically dismissed from the program.

A student who has been dismissed for the first time may be eligible to request readmission to the program. Any student who fails two courses or fails the same course twice will be dismissed.

Any student who has been dismissed for the second time is not eligible for readmission to the program. Any student who cannot complete the program within the maximum time frame (MTF) is also not eligible for readmission.

Only students who successfully complete the Licensed Practical Nurse program will be awarded a diploma and will be eligible to apply to the New Jersey Board of Nursing for licensure as an LPN.

Retention: Students must pass each course in each level with a grade of 80% and pass the corresponding lab and/or clinical components. Students who have difficulty maintaining the passing grades are encouraged to use tutoring, peer study groups, and meet with their instructor or the nursing program director. To help assist with retention, if a student receives less than an 80% on an exam, the *Exam Review and Advisement Sheet* is implemented. If at the midpoint of a level, the student has less than an 80% average, a warning notice is issued. The Exam Review, Advisement Sheet and the Warning Notice will include developing a plan to improve performance as noted below:

Exam Review and Advisement Sheet: A student who has achieved less than 80% on any exam will meet with the instructor to complete the Exam Review and Advisement Sheet to

1. Identify reasons for answering questions incorrectly
2. Evaluate the student's preparation to take the exam.
3. Discuss recommendations to improve test performance.

Course Failure: If a student fails skills/ SIM or Skills Exams Lab they must repeat the **entire** course (from beginning to the end) including the class, clinical and laboratory components of the course.

Attendance Policies: Development of good work habits is an important part of training. Attendance will be taken at the beginning and end of each class and clinical.

Class Attendance: A record will be kept of students who leave class prior to the end of class. Students who have left class up to 30 minutes early on 5 occasions will be placed on probation. If the student continues to leave class early by up to 30 minutes on two more occasions, (a total of seven (7) times during the program) the student will be dismissed.

If a student leaves class during an exam the student will be marked as absent and their grade on testing will be held until a valid excuse is provided for the absence.

If a student leaves class more than 30 minutes prior to the end of class, the student will be marked absent for the class.

Clinical Attendance:

Students who arrive at clinical 30 minutes or later or leave clinical 30 minutes or later prior to the end of a clinical session will be marked absent for that session.

If a student is absent from clinical they must present a valid excuse for the absence and make arrangements with their instructor and the nursing program director for a clinical make-up session.

Dismissal from the program relative to attendance:

If the student leaves class, lab, or clinical early and/or is late a total of 7 times during the program, the student will be dismissed from the program.

If a student is absent from class, lab, or clinical more than a combined total of 5 times, the student will be dismissed from the program.

Make-Up Policies: A student is required to make-up work immediately following an absence.

Clinical Make-up: Make-up time for students who miss clinical will be provided to the student at the cost of \$40.00 per hour.

Policy Regarding Missed Examinations or Tests

If a student is up to 15 minutes late to take an exam, the time will be deducted from the student's test time. For example, if an exam is scheduled for 40 minutes but a student arrives 10 minutes late, the student will be allowed only 30 minutes to take the exam.

If a student arrives more than 15 minutes late, the student will **not** be permitted to take the test and will receive a grade of "0" for the test.

Make-up exams are reserved for students who have a valid, documented excuse such as an accident with a police report, hospitalization, severe illness with medical excuse, death of a close relative and alike. Exams are to be made up on the Saturday following the missed exam. The student will be given another exam which may be in a different format and may include fill-in the

blank and essay questions. **In addition, the highest grade that a student may achieve on the make-up exam is 80% because the student would have had additional study time.** The cost of a make-up exam is \$40. There are no make-up (retake) exams for failed exams. All make-up exams must be completed prior to the final exam.

Graduation Requirements: Only students who successfully complete the program within the maximum time frame (MTF) of 2232 clock hours will be awarded a diploma and may apply to the New Jersey Board of Nursing for licensure as LPN.

To successfully complete the Practical Nursing Program at Best Care College students must:

1. Achieve a grade of 80 or above and pass the associated laboratory and clinical components of every course in each level of the program within the maximum time frame (MTF).
2. Satisfactorily complete each of the four levels of the program. The student would have then been promoted from the first to the second level of the program, from the second to the third level of the program, and from the third to the fourth level of the program.
3. Have a minimum required cumulative grade point average (CGPA) of 80%.
4. Demonstrate clinical competence by passing the clinical practicum for each course with a clinical component.
5. Return all library books and course materials on loan.
6. Complete payment of all financial obligations:
 - a. Pay all tuition, fees and expenses due to the school; and,
 - b. Pay the graduation fees (\$200.00).

Requirements to Apply for New Jersey LPN License: The New Jersey Board of Nursing requires that a person be a graduate of an approved LPN program, that he or she undergo a criminal background check, complete an application, pay the licensing fee, and pass the NCLEX-PN.

Clinical Policies

Student Call-Outs: Students must be at the clinical area on time. In the event of an emergency that may justify the absence or lateness, students must notify the institution the day of the incident. Students who do not call and/or show up at the clinical area within 15 minutes of their scheduled arrival time will be counted as absent for the day. After 5 days of absence, the student will be dismissed from the program.

Uniform Code: A student who does not show up in full uniform, including uniform shoes will be sent home and counted as absent. In addition, a student who shows up in a soiled uniform will

be sent home and counted absent. After 5 days of absence, the student will be dismissed from the program.

Missed Clinical Days: Students are required to make up any clinical days they may miss. All absences are recorded and the fee to make up missed clinical sessions is \$40.00 per hour. This fee will not be waived or reduced except in case of bona fide, verifiable emergency as determined by the program director.

Personal and Professional Conduct: Students must complete clinical assignments, show respect for their instructors, and treat clients in the clinical setting with dignity. Periodic inspection of uniforms, nails, and dress codes will be conducted. Interaction with the peer group, faculty, school and hospital personnel will be considered in the evaluation of the student.

Instructor to Student Ratio: The instructor to student ratio in the clinical setting is 1:10 or less. During clinical sessions, students remain under the supervision of the clinical instructor and must follow the instructor's directions at all times. Professionalism must be exhibited at all times to clients, family members, and staff members of the facility. Disorderly conduct is unacceptable in the clinical area and is considered grounds for dismissal.

Lab Performance Skill Evaluation: The ability of a student to perform lab skills under the supervision of an instructor will be assessed and the skills must be mastered before the student will be allowed to perform them in the clinical area on a patient. Students must complete and pass the assigned skills from their procedure checklist booklet before starting the corresponding clinical session.

Clinical Evaluation: Students will receive written evaluations from their clinical instructor at the middle and the end of the clinical component of a course, in each of the four levels. Students will be required to sign and date evaluation forms. The grading system is pass/fail. Regardless of other course evaluations, a student must maintain a passing grade for the clinical component of a course to pass the whole course.

HIPAA Statement: Best Care College is committed to the protection of health information in accordance with the standards set by The Federal Health Insurance Portability and Accountability Act (HIPAA). Every student enrolled in this course must agree to comply with the standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting bodies, as well as those set forth by a particular facility.

Policies on Break Time, Cell Phone Use, & Insubordination

Break Time: Students are required to spend the scheduled hours of the program within the school's facility during lecture days and at the clinical site during clinical days. Break time will be determined by the instructor, and students should not be outside in the school's parking, clinical sites' hallway, or cafeteria area, during class or clinical sessions. Disciplinary warning will be issued to those who break this rule. Leaving the school's building without permission from the school administration will be penalized by a disciplinary warning as well. After three consecutive disciplinary warnings, students will be suspended for one day. After three suspensions, student will be dismissed from the program.

A total of thirty (30) minutes will be given as break during each class period. The instructor will discuss with students in each class their break time. Students are encouraged either to eat before coming to class or to bring lunch or snack. A supper break is also scheduled during the evening program.

Cell Phone Policy: A cell phone may be used during break time.

- Carrying a cell phone into an exam room (regular or computer rooms) is absolutely unacceptable.
- Student using a cell phone while in class or clinical is in session unless instructed by the faculty, will be given a disciplinary warning. Three disciplinary warnings will lead to a one-day suspension. After three suspensions, the student will be dismissed from the program.
- A student who disturbs an exam session as the result of the ring of cell phone will be asked to leave the exam room without completing their exam.
- Using a cell phone (or other electronic communication) during an exam will be deemed as cheating. A student engaging in these behaviors will lose credit for the work and may be terminated from the program

Insubordination: Students are required to follow directions of faculty and school administration during class and exam sessions. For example, a student may be asked to move from one seat to another and should do so cooperatively. Being disruptive or refusing to follow directions will be interpreted as an act of insubordination. Any act of insubordination can cause suspension of the student for one day.

Eating and drinking in the classroom: The break room on the first floor is the only place students should use during break time to eat or drink. At no time, is a student expected to be eating or drinking in the classroom, lab area, computer room, or study rooms. Student in violation of this rule will receive a disciplinary warning. Three disciplinary warnings will incur a one-day suspension. After three suspensions, student will be dismissed from the program.

Open or holding the facility backdoor: The student is expected to enter the school facility through the front door and the front door only. Students opening or holding the back door will receive a disciplinary warning as will any student (s) trying to enter through the back door. Three disciplinary warnings will incur a one-day suspension. After three suspensions, student will be dismissed from the program.

Standards for Uniforms

1. Uniforms are to be worn in the classroom and the clinical areas.
2. The complete uniform includes:
 - a. Female: official dress or pantsuit;
 - b. Male: official top and blue trousers (no jeans);
 - c. School emblems worn on the left sleeve (uniforms, lab coats, and sweaters).
3. Additional items with the uniform:
 - a. White shoes (no clogs, no sneakers, or sandals);
 - b. Stockings (no knee-highs for female students wearing dresses);
 - c. Name tag (to be placed on uniform as directed);
 - d. Wrist-watch with a second hand, bandage scissors, and 2 pens.

Students inappropriately dressed will be sent back home without prior warning and considered absent for the day.

Health Policies

Reporting Illness: Proper health is required to keep up with academic and clinical activities of the program. The school or its affiliating agencies do not provide routine health care. Students must call the school as early as possible to report illnesses. After three consecutive days of absence due to illness, a doctor's or NP's note is required to return to school. The doctor or the NP must specify clearly that the student is cleared to return to school and clinical.

Illness in School Area: If any situation occurs where a student becomes seriously ill or injured on school property, a call to 911 will be placed for emergency help and the emergency contact will be informed immediately. If such situation occurs in the clinical area, the policy of the clinical agency will be followed.

Pregnancy: Student must report pregnancy through a brief memo on a physician letter-head. Monthly reports are expected from the physician until delivery of the newborn(s) or any change otherwise. Each memo must state that the student is able to participate in both school and clinical activities.

Accidents: Accidents and injuries on the school property must be reported immediately.

Drug and Alcohol Policy: Students are prohibited from possessing, using, storing, manufacturing, distributing, or selling illegal drugs or alcohol on the school's property or at any

clinical site. In addition, reporting to school or a clinical setting while under the influence of drugs and/or alcohol is prohibited. Violation of this policy will result in disciplinary action, up to and including discharge from the program. Any student who is convicted of committing a criminal drug offense or a DUI/DWI must notify the Program Director within five (5) days of the conviction.

The school has the right to evaluate any student suspected of violating this policy including requiring appropriate testing at the student's expense when reasonable grounds exist indicating that the student's behavior is being affected because of illegal drugs or alcohol. Such reasonable grounds shall include but not limited to:

- Direct observation of the use of illegal drugs or alcohol and/or exhibiting physical symptoms of being impaired due to such use;
- A report of substance abuse provided by a reliable and credible source;
- Involvement in any accident on the school property or at a clinical site in which there are reasonable grounds to believe the use of illegal drugs or alcohol was involved;
- Abnormal conduct, erratic behavior, or other noticeable change in behavior or appearance, such as unsteady gait or the smell of alcohol perceived on breath; or
- Involvement in any act of violence in which there are reasonable grounds to believe that the illegal use of drugs or alcohol was involved.

Any student refusing to submit to drug or alcohol testing as provided in this policy will not be able to attend class or participate in clinical pending further investigation and will be subject to discipline.

Drug and alcohol abuse are treatable conditions. A student will not necessarily be in jeopardy of discharge from the program because of drug or alcohol abuse, as long as the student seeks and satisfactorily participates and completes an appropriate treatment program at the student's expense and acts in accordance with the requirements of this policy. Failure to comply with the recommended treatment may result in disciplinary action up to and including discharge from the program.

Student Records: The following items will be kept in the student's file during the course of their training:

1. The Student Application
2. The Enrollment Agreement
3. High School Transcript, GED, Equivalent
4. A Copy of the Student's Transcript
5. Copy of student's liability Insurance
6. Student documentation of legal status

7. Other items related to any meeting item resolution: warning notice, disciplinary actions, dismissal, and appeal.

The following items; the student's application, enrollment agreement, transcript and the students' diploma will be maintained by the school for a period of five (5) years. Final transcripts will be retained indefinitely. Students are required to submit any changes promptly and accurately for the office file. All records are secured in fire proof cabinets and kept confidential. The school will not release the student's records without a written consent from the student unless legally required to do so.

Causes for Dismissal: Suspension or termination of a student may be recommended by the faculty and/or a clinical site representative to the program director for any of the following reasons:

1. Failure to comply with the policies of the school, the program, and/or the affiliating agencies.
2. Non-professional behavior such as initiating or participating in a verbal or physical altercation in the school or clinical area or engaging in sexual activities in the school or in the clinical area.
3. Failure to comply with financial or legal obligations.
4. Failure to comply with mandatory clinical policies.
5. Failure to conduct one-self appropriately in clinical area by showing misbehavior such as engaging in inappropriate discussions or fights with a patient, a parent of a patient, and/or an employee of a clinical site.
6. Excessive absenteeism (accumulation or a combination of over 5 days of absences).
7. Excessive (7 times tardy) or patterned tardiness
8. Failure to comply with health requirements.
9. Falsification of information, cheating on tests or exams.
10. Use of intoxicating beverages or controlled substances in the school or clinical area.
11. Disrespectful or disruptive behaviors toward staff, faculty in school or clinical sites' personnel, visitors, or patients.
12. Disrespect toward an instructor, the program director or the school director such as insubordination, loud speaking in school area, disorderly conduct or disobedience.
13. Dishonest behavior such as bringing a cell phone to an exam room, stealing or destroying school property, other student's property, clinical site property and/or patient property at a clinical site.
14. Failure to follow standard precautions in laboratory or clinical practicum
15. A pattern of leaving before the end of scheduled classes or clinical

Warning notices and Advisement will inform students on ways to prevent dismissal from the program. In cases #2, #5, #9, or #13 where the dismissal of the student may be recommended by an instructor or a person in charge in a clinical site, the student may be terminated without warning.

FINANCIAL AID

Students enrolled at Best Care College may be eligible for various sources of financial aid, if they qualify. This section provides information on the financial assistance programs available. Information on possible award amounts, details on eligibility criteria, the application process for each aid program, and any assistance students may need are available from the Office of Student Financial Aid.

Best Care has been determined eligible by the U.S. Department of Education (ED) to participate in ED's Title IV student financial aid programs. This eligibility means that students attending the college may apply to ED for a decision as to whether they qualify to receive Title IV funds to help pay for the cost of their studies. Interested students must complete a Free Application for Federal Student Aid (FAFSA) online and provide required documentation to support their FAFSA application. The Title IV programs in which Best Care participates are listed below.

Federal Pell Grant

These funds are awarded to qualified undergraduate students who have exceptional financial need and who have not earned a bachelor's or graduate degree. Pell Grant funds are awarded to all students who qualify; the amount of the award depends on information provided in the student's application. Pell Grant lifetime eligibility is limited to 12 semesters or the equivalent.

Direct Subsidized and Direct Unsubsidized Loans **(also known as Stafford Loans)**

These are federal student loans for eligible students to help cover the cost of their education at postsecondary institutions. There are two types of these loans: Subsidized and Unsubsidized. Subsidized loans have terms that are a little better for students who have financial need. Below are the differences between the two types. The information is provided by the U.S. Department of Education.

Direct Subsidized Loans:

- Direct Subsidized Loans are available to undergraduate students with financial need.
- Your school determines the amount you can borrow, and the amount may not exceed your financial need.

- The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a *grace period**), and during a period of *deferment* (a postponement of loan payments).

Direct Unsubsidized Loans

- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.
- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or *forbearance* periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

WITHDRAWALS

Best Care College is committed to ensuring that all students have the opportunity to successfully complete their academic programs but recognizes that, for various reasons, a student must withdraw or be dismissed from their studies. This section explains the types of withdrawals, how withdrawals are processed, the institution's refund policy, and the policy for determining and returning unearned Title IV student financial aid funds to the U. S. Department of Education.

Voluntary Withdrawal: A student, who notifies the Director or other school official, either in writing or orally, of his or her decision to stop his/her studies and leave the school is considered a voluntary withdrawal. The student is required to complete an official withdrawal request form and to indicate the effective date of the withdrawal. If, for some reason, the student is not present on campus to complete the request, the appropriate school official will complete it on the student's behalf. The student will be given or mailed a copy of the withdrawal request when the withdrawal process has been completed.

Administrative Withdrawal: Students who have failed to meet the institution's attendance policy, those who have failed to meet required academic standards as discussed in the Satisfactory Academic Progress section of the catalog, or those who have violated the behavioral standards of the school will be dismissed from the school. The appropriate school official will complete the necessary form for an administrative withdrawal, indicating the effective date of the withdrawal. For students who stopped coming to classes during the term without notice to

the school, the effective date of withdrawal will be the last known date that the student either attended class or sat for a school-required exam.

An administrative withdrawal will also be processed for any student who completes one academic term but fails to return in the next term to continue his or her studies. The effective date of withdrawal for these students will be the last day of scheduled classes or exams for the previous term.

Any student being administratively withdrawn will be given or mailed a copy of the withdrawal form when the withdrawal process has been completed.

Withdrawal Process: In processing either a voluntary or administrative withdrawal, the school will use the effective date of withdrawal in making a determination as to the following:

1. whether the student is entitled to a refund of any tuition and/or fees paid;
2. whether the school is required to return to any third party (Veteran Administration, WIA) or to the U. S. Department of Education, a lender, and/or a guarantor any Title IV student financial aid funds that may have been received for the student; and
3. whether the student owes additional money to the school for unpaid tuition and/or fees.

CANCELLATION AND REFUND POLICY

Any refund due because of cancellation of the Enrollment Agreement or because of withdrawal from the college will be made according to the applicable category of the following criteria:

Any applicant or student seeking to cancel the Enrollment Agreement must do so in writing. That written request must be submitted directly to the CEO/school director or to the Practical Nursing program director.

- An applicant requesting cancellation of the Enrollment Agreement within 3 business days after signing it is entitled to a full refund of all monies paid.
- A student requesting cancellation more than 72 hours after signing the Enrollment Agreement but before starting any courses in the program is entitled to a full refund less the \$100.00 registration fee.

Any other student who wishes to withdraw should notify either of the above college administrators in writing and include the effective date of the withdrawal. If a student fails to provide written notice of his or her intent to withdraw but stops attending classes, the calculation of any refund that may be due will be based on the student's last known day of attendance in

class, in lab, or at a clinical session.

- If Withdrawal occurs within 72 hours after the official start date of the student's program but within the first week of studies, any amount paid will be refunded, less the \$100 registration fee.
- If Withdrawal occurs more than 72 hours after the official start date of the student's program but within the first week of studies, any amount in excess of \$3,217.30 already paid will be refunded.
- If Withdrawal occurs during the second week of Level 1 of the program, any amount in excess of \$4,434.60 already paid will be refunded.
- If Withdrawal occurs within the third week of Level 1, any amount in excess of \$5,651.90 already paid will be refunded.
- If Withdrawal occurs within the fourth week of Level 1, any amount in excess of 6,869.20 already paid will be refunded.
- If Withdrawal occurs within the 5th week of Level 1, any amount in excess of \$8,086.50 already paid will be refunded.
- If Withdrawal occurs within 48 hours after the official starting date of Level 2, any amount in excess of \$9,303.80 already paid will be refunded.
- If Withdrawal occurs during the second week of Level 2, any amount in excess of \$10,521.10 already paid will be refunded.
- If Withdrawal occurs during the third week of Level 2, any amount in excess of \$11,738.40 already paid will be refunded.
- If Withdrawal occurs during the fourth week of Level 2, any amount in excess of \$12,955.70 already paid will be refunded.
- If Withdrawal occurs during the 5th week of Level 2, any amount in excess of \$14,173.00 already paid will be refunded.
- If Withdrawal occurs within 48 hours after the official starting date of Level 3, any amount in excess of \$15,390.30 already paid will be refunded.
- If Withdrawal occurs during the second week of Level 3, any amount in excess of \$16,607.60 already paid will be refunded.
- If Withdrawal occurs during the third week of Level 3, any amount in excess of \$17,824.90 already paid will be refunded.
- If Withdrawal occurs during the fourth week of Level 3, any amount in excess of \$19,042.20 already paid will be refunded.
- If Withdrawal occurs during the 5th week of Level 3, any amount in excess of \$20,259.50 already paid will be refunded.
- If Withdrawal occurs within 48 hours after the official starting date of Level 4, any

amount in excess of \$21,476.00 already paid will be refunded.

- If Withdrawal occurs during the second week of Level 4, any amount in excess of \$22,694.10 already paid will be refunded.
- If Withdrawal occurs during the third week of Level 4, any amount in excess of \$23,911.40 already paid will be refunded.
- If Withdrawal occurs during the fourth week of Level 4, any amount in excess of \$25,128.70 already paid will be refunded.
- If Withdrawal occurs during the fifth week of Level 4 or later, no refund is due.

Any refund due will be made within 30 days of the effective date of the withdrawal or the student's last date of attendance.

Refunds shall be made to the student or to any state, local or federal agency that paid tuition or fees for the student.

Each refund shall be accompanied by a "Refund Calculation Form" which shall be signed by a school representative.

Title IV Financial Aid Return Policy: Title IV financial aid eligibility must be re-calculated for any student who has been awarded or has received Title IV funding while enrolled at the institution and who withdraws or is withdrawn. The recalculation must be done using a pro-rata formula required by the U. S. Department of Education (ED); that formula is called the "Return to Title IV" or the "R2T4" formula.

A student must "earn" the full amount of financial aid originally approved for him or her by attending at least 60% of the academic term. When a student withdraws, or is withdrawn, the institution, using a form and guidelines provided by ED, must calculate how much Title IV aid the student has earned as of the effective date of the withdrawal. It calculates how much, if any, money the institution must return to ED and the amount of money, if any, a student must repay to ED.

The institution will multiply the total amount of Title IV aid that was disbursed to or could have been disbursed to the student for the academic term by the percent of time the student was actually enrolled and attending (the completion percentage).

For R2T4 purposes, Title IV financial aid is considered disbursed if the aid has been credited to the student's account or paid directly to the student or parent on or before the date that the student withdrew.

The completion percentage is determined by the formula “Clock Hours Scheduled to Complete as of the Date of Withdrawal ÷ Total Clock Hours in Academic Term.” **If the calculated completion percentage is greater than 60%, the student has earned all the Title IV aid for the academic term.**

The dollar result of the R2T4 calculation is the pro-rated portion of Title IV aid that the student earned: “Total Aid Disbursed x Completion Percentage = Earned Aid”

Amount of Title IV Aid to be Disbursed or Returned

- If the Title IV aid already disbursed equals the aid earned, no further action is required.
- If the Title IV aid already disbursed is more than the aid earned, the difference must be returned to the appropriate Title IV student financial aid program.
- If the aid already disbursed is less than the earned aid, the Financial Aid Office must calculate and issue a post-withdrawal disbursement.

Any student who is due a post-withdrawal disbursement will be notified within 30 days of the effective date of withdrawal or, if applicable, 30 days from the date the school learned that the student would not be returning to the school. In that notification, the student will be advised, if applicable, of how much of the disbursement must be applied to outstanding institutional charges. The post-withdrawal disbursement will be made within 45 days of either of the referenced dates.

Return Order of Title IV Funds: The institution returns unearned Title IV funds to the appropriate program in the order required by the U. S. Department of Education. These funds will be returned as follows:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans (Parent)
- Federal Pell Grant
- SEOG
- Perkins

Institution’s Responsibilities Regarding the Return of Title IV Funds Policy:

Best Care College is responsible for the following:

- Providing each of its students with the information contained in this policy;
- Identifying those students affected by the policy and completing the Return of Title IV Funds calculations;

- Advising the affected student of the result of the calculation for him or her and of any balance he or she owes to the school as a result of the required return of Title IV funds;
- Returning any unearned Title IV aid that is due back to the Title IV programs and, if applicable, informing the borrower's holder of Federal loan funds of the student's withdrawal date; and,
- If applicable, notifying the student and/or the PLUS parent borrower of student's eligibility for a post-withdrawal disbursement.

Students' Responsibilities Regarding the Return of Title IV Funds Policy

Each student of Best Care College is responsible for the following:

- Being familiar with the Return of Title IV Funds policy and how withdrawal from all courses may affect eligibility for Title IV aid; and,
- Settling any outstanding balance owed to the school resulting from the required return of unearned Title IV aid.

Facilities and Equipment: The Best Care College School of Practical Nursing provides classrooms and laboratories that are sufficient to meet the needs of the students and faculty. Best Care College is easily located in a secure, commercial building. Best Care College is air conditioned and well lit. There are five (5) classrooms; two of the five classrooms are large classrooms which can accommodate forty or more students and the other three can hold up to thirty students and are also used as exam rooms. Best Care College has a laboratory for skill practice and a Simulation Lab is located on the first floor. The classrooms and laboratories are equipped with the medical equipment and materials essential for the students' education.

The school features separate offices, meeting and reception areas used for administrative functions. Faculty offices are equipped with 4 computers with internet access and a printer for the instructors to do research, prepare and correct exams. There is also a photocopier for faculty use. In addition, two conference areas are available for faculty to meet privately with students as needed. Student files are safely and securely kept in fireproof cabinets accessed only by authorized personnel.

Furnishings supplies and equipment to achieve the program's objectives and outcomes are sufficient. Classroom equipment available to the instructors includes over-head projectors, audio-visual equipment sets, DVD and CD players, pull down screens, TV sets in each classroom and laptop computers for power point presentations.

The laboratories are equipped with the medical equipment and materials essential for developing the skills needed to competently care for patients in the clinical setting.

Clinical Practicum is provided at the following clinical sites:

| | |
|--|--|
| AHS Hospital Corp. Morristown Memorial Hospital 475 South Street Morristown, NJ 07962 | Newark Community Health Care Center East Orange, NJ and Newark, NJ Alaris Health Care Center Centre Street, East Orange, NJ |
| Community Psychiatric Institute 67 Sanford Street East Orange, NJ 07018 | South Mountain Healthcare Care Center & Rehab 2385 Springfield Ave Vauxhall, NJ 07088 |
| VA Health Care System East orange/ Lyons NJ | Tri-City Day Care Centers E Orange and Newark, NJ |

Additional sites may be added based on availability and desirability for meeting student needs and course objectives.

STUDENT SERVICES

Academic Advisement: Faculty members and the LPN Program Director provide academic advisement, tutoring and assist students to develop academic improvement plans. The *Exam Review and Advisement Form* is utilized during meetings to assist students who did not pass an exam to analyze test performance and develop an improvement plan.

Financial Aid: Assistance in applying for student financial aid is offered as is help with planning for payment of tuition and fees not covered by Title IV financial aid or other sources.

Learning Resource Center (LRC) and Computer Lab: The LRC (library) and computer lab are open for the hours as posted outside the door. Students may use these facilities at any time during the operating hours for individual or group study. In addition, the DCC and the librarian are available to assist students with research and sources of information as needed.

Placement Assistance: Career advisement, job-hunting techniques, resume preparation, and mock interviews are some of the services provided by the Admission and Placement Director. Both students and graduates are given assistance in their employment searches. Available job offers received from community employers are posted for all interested parties.

Admissions: Provides information to applicants regarding the school, and assists with the admission process, enrollment and the orientation of new students.

Counseling: The college maintains a list of community resources for students, who need assistance.

Tuition & Other Charges

| | |
|--|---------------------|
| Registration | \$ 100.00 |
| Tuition | \$ 20,364.00 |
| Uniforms, Shoes, Scrubs, & Accessories | \$ 600.00 |
| Textbooks, tests, & reviews | \$ 3,448.00 |
| Lab, library, computer, & lab Fees | <u>\$ 1,834.00</u> |
| TOTAL | \$ 26,346.00 |

Program Costs: The total cost of the program is \$26,346.00 to be paid as follow:

| Amount of Payment | When Payment is Due | What the Payment is for |
|-------------------|--|-------------------------------|
| \$2,000.00 | At the time of registration after acceptance | Books, uniforms, and lab fees |
| \$6,086.50 | On day one of the program | Tuition |
| \$6,086.50 | On day one of Level 2 of the program | Tuition |
| \$6,086.50 | On day one of Level 3 of the program | Tuition |
| \$6,086.50 | On day one of Level 4 of the program | Tuition |

This fee schedule is in effect only for this coming academic session and is subject to change.

Additional Charges Students Will Incur: The charges below are paid to outside agencies or companies and the amounts indicated are subject to change, depending on the company selected, agency or company price increases, and other factors that are not within the control of Best Care College.

- Physical Exam and lab work, Liability insurance, CPR course
- Adam Safeguard or Tabb-criminal background check
- Retake fees for missing or repeated exams /optional reviews
- NCLEX Review courses

Other costs include: Make-up exams, and make-up clinical experiences. (Refer to Make-up Policies)

Grievance Process: Best Care College’s grievance process provides a means for students to grieve a decision regarding their status at the school or resolve disputes which are viewed as arbitrary, malicious, unreasonable, false, inappropriate, or capricious. The grievance process includes steps and specific time frames to be followed.

Step I. (Informal Process)

This is an informal process where the student discusses the concern with the involved other party (faculty, staff, etc.) within 3 school days of incident. If the issue cannot be resolved at this step, the student may proceed to the formal appeals process, Step II.

Step II. (Formal Grievance Process)

The student must submit in writing a request to the CEO/School Director for the formal appeals process within 10 days of Step I (A total of 13 days from the incident). The written request must be dated and signed by the student and include the following:

- The matter being grieved
- The names of faculty or staff directly involved
- The name of the course if the grievance is relative to a course
- Date and summary of the Step I good faith discussion with the involved party
- Reason for the formal grievance accompanied by verifiable documentation of the claimed circumstances and why the student believes the action was arbitrary, malicious, unreasonable, false, inappropriate, or capricious.

After receipt of the above, the CEO/School Director will convene a Grievance Committee within 5 days. The Grievance Committee will meet and review the documentation as noted above and may choose to interview the parties involved at the meeting. The Grievance Committee will include 7 members who are not involved in the grievance:

- Three (3) Student Representatives
- Two (2) Faculty Members
- Two (2) Administrators
-

The decision of the Grievance Committee will be submitted in writing to the CEO/School Director within 5 days of the meeting and the student will be notified of the Grievance Committee's decision by the School Director/CEO. The Grievance Committee's decision is binding and if directives are included in the decision the student must complete them in the timeframes provided for resolution of the matter.

The student may also contact the New Jersey Board of Nursing (NJBON) and/or Accrediting Council for Independent Colleges and Schools (ACICS) regarding his or her complaint(s):

The New Jersey Board of Nursing
124 Halsey Street
Newark, NJ 07101
Phone: 973-504-6430

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4223
Phone 202-336-6780

Class Schedules:

Day Class: Day classes are primarily held from 8:30 A.M. to 2:30 P.M. however students may be required to take some courses only offered in the evening and clinical experiences may be on days, evenings and/or weekends.

Evening Class: Evening classes are primarily held from 5:00 P.M. to 10:30 P.M. however clinical experiences may be on days, evenings and/or weekends.

Academic Calendar

Morning Class: September 2017 to December 2018

- Level I - September 28, 2017 – January 10, 2018
- Level II - January 22, 2018 – April 21, 2018
- Level III - May 3, 2018 – August 7, 2018
- Level IV - August 14, 2018 – November 17, 2018

Graduation: December 2, 2018

Evening Class: March 2018 to June 2019

- Level I - March 22, 2018 – June 29, 2018
 - Level II - July 9, 2018 – October 12, 2018
 - Level III - October 22, 2018 – February 8, 2019
 - Level IV - February 17, 2019 – May 24, 2019
- NCLEX-PN Reviews/Practice: May 27, 2019 to June 14, 2019**

Graduation: June 29, 2019

Morning Class: May 2018 to July 2019

- Level I - May 24, 2018 – September 7, 2018
 - Level II - September 17, 2018 – December 18, 2018
 - Level III - January 7, 2019 – March 30, 2019
 - Level IV - April 15, 2019 – July 6, 2019
- NCLEX-PN Reviews/Practice: July 13, 2019 to July 27, 2019**

Graduation: August 24, 2019

No Class, Laboratory or Clinical will be held on the following Holidays:

- | | |
|-----------------------------------|-----------------------------|
| New Year's Day | Independence Day (July 4th) |
| Martin Luther King Jr. Observance | Labor Day |
| Good Friday | Columbus Day |
| Memorial Day | Veterans' Day |
| | Thanksgiving |
| | Christmas |

School Cancellation Policy: In situations of bad weather, state, or national emergency, students will be informed through the Best Care College website (www.bestcarecollege.edu) that the college will be closed. Additionally, class committee members will make efforts to phone all students in their class group.